

Rec Mgmt. 4
Do/P Case File
Mgmt of Records
Disposition

S E C R E T

FE

[Redacted Box]

DATE 11 May 1960

TO

FROM : Chief, Far East Division

General - Records

SUBJECT:

Specific - Disposition Guide for Station Records

REFERENCE:

[Redacted Box]

1. Chapter III, paragraph 8, of the reference Handbook provides retention standards for documents which record [Redacted Box] activities and operations as well as broad disposition standards for non-record documents. It clearly fixes the responsibility on Station and Base Chiefs for reducing their paper holdings to useful and manageable size. The attached Disposition Guide for Auxiliary Paper Holdings is designed as a supplement to the Handbook to be used or adjusted to fit your particular needs as you consider appropriate.

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2. The importance of proper use and disposition of [Redacted Box] records is increasingly recognized and requires attention on the part of all responsible officials. Addressee Chiefs of Station are requested to ensure that all station personnel are aware of their individual responsibilities, not only for disposition of outdated records but as regards the creation of unnecessary records. (In this connection, note paragraph 5 of FE [Redacted Box])

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3. Chapter III, paragraph 8, A of the reference Handbook requires an annual inventory of paper holdings. Field stations should take advantage of this annual inventory to purge files of all useless and marginal paper. The attached Disposition Guide should be used in connection with this purge as a schedule of maintenance limits for all station records. Note that the schedule gives only suggested retention periods; Chiefs of Station may make adjustments to fit their individual station needs. However, the Disposition Guide as adjusted should be made mandatory in the Station.

4. Neither the required inventory nor the attached Disposition Guide applies to holdings of overt materials since the volume of and need for such papers varies widely between stations and bases. Such holdings should, of course, be purged at the same time as [Redacted Box] records and not allowed to absorb useful space unduly. Maximum retention periods for such material should be established to fit the needs of each station, and this schedule should be made an addition to the amended Disposition Guide.

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5. Addressees are requested to include with the annual inventory a record of the material purged during the inventory, including overt material. Purges of any considerable volume (one or more linear feet) during the year should also be reported to Headquarters.

6. It is requested that the first annual inventory be begun as soon as possible after receipt [redacted] This and subsequent inventories should reach Headquarters prior to June 30 of each year. Attached are copies of Form 1719, to be used in preparing your inventory record.

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7. In the future no requests for additional safes (other than for the replacement of defective equipment) will be approved without a statement from the Chief of Station that his records are being maintained in accordance with the Disposition Guide as amended by him and that file purges have been conducted as necessary.

8. Chapter III [redacted] is considered a valuable document for study, not only as regards records disposition, but also, records creation and maintenance. It is requested that addressee Chiefs of Station ensure that all station personnel read this document.

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Attachments:
Disposition Guides
Form 1719

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